

Professional and Managerial Branch
Cultural Group
Library Series

CHILDREN'S LIBRARY SERVICES SUPERVISOR

04/90

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs general and specialized levels of professional work as supervisor of the Library Children's Section; performs related duties as required.

EXAMPLES OF DUTIES:

Prepares and presents an on-going series of children's programs at the Library, including a regularly scheduled, staff presented, Children's Storytime; conducts school visits, book talks, and gives tours of the Library Children's Section; supervises and promotes the Library's Summer Reading Club program and activities; prepares and submits a proposed annual budget for operation of the Library Children's Section; promotes use of the Library children's collection in conjunction with activities planned by the Library System's Children's Programming Committee.

Participates in library committee work and contributes to the preparation and production of recommended reading list; may prepare bulletin boards and exhibits; maintains work records and prepares reports; shares responsibility with other Main Library Section Heads in maintaining and furthering effective cooperative relations among main Library public service sections.

Answers reference questions and performs readers' advisory work for parents and children in the Main Library Children's Services Section; supervises and directs the work of paraprofessional and clerical personnel assigned to the Children's Section; enforces established rules and regulations, standards of conduct and work attendance, reviews media for book and other library materials appropriate for the children's collection and selects material for addition to the Library Children's Collection; evaluates the contents of the Library Children's collection and withdraws materials that are no longer useful or appropriate for the collection.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an ALA accredited college or university with a master's Degree in Library Science and two years of postgraduate professional children's services experience in a public library; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, techniques and methods of operation of a public library; considerable knowledge of children's reading interests and children's books, authors and related materials; good knowledge of automated catalog and database systems; some knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to establish and maintain effective working relationships with fellow employees and the general public, especially children; ability to express oneself clearly and concisely, both orally and in writing; ability to supervise, train and evaluate assigned personnel; ability to maintain records and prepare reports.

Skill in meeting and dealing tactfully and effectively with young readers and the general public.

Special Requirements: Bilingual (English/Spanish) ability desirable.

Physical Requirements: Mobility within an office and library environment.

Director of Personnel

Department Head